

Federal Capital Contribution (FCC) Loans Due Diligence Check List

Institution Name: _____

Discipline: _____ State: _____
(Examples: Medicine, Dentistry, Associate, Diploma)

FCC Loan Fund: HPSL PCL LDS NSL (circle one)

Contact Person and Phone Number: _____ (____) _____ - _____

Borrower Name: _____ SSN#: _____ - _____ - _____

Separation Date: ____/____/____ Grace Period Ended: ____/____/____

First Payment Due Date: ____/____/____ Date Borrower Defaulted on Loan: ____/____/____

Date School Determined Loan Uncollectible: ____/____/____

(a) Principal Amount Loaned	(b) Principal Amount Repaid	(c) Principal Amt Cancelled
\$ _____	\$ _____	\$ _____
(d) Principal Amount Outstanding (a-b-c=d)	(e) Penalty/Late Charges Outstanding	(f) Interest Repaid
\$ _____	\$ _____	\$ _____
(g) Interest Cancelled	(h) Interest Outstanding (d+e+h=i)	(i) Total Outstanding Balance
\$ _____	\$ _____	\$ _____

Refer to **Student Financial Aid Guidelines, Book Three – Fiscal Management**
for documentation requirements and guidance.

Below is a check list of items to show due diligence for an FCC loan determined uncollectible.

***** **SUBMIT PHOTOCOPIES ONLY** *****

1. **Has loan been reviewed in accordance with the due diligence requirements and write-off procedures in the Student Financial Aid Guidelines, Book Three – Fiscal Management?**

☐ Yes ☐ No (**Do not Submit**)

2. **Have you enclosed copy(ies) of the Promissory Note(s)?**

☐ Yes ☐ No (**Do not Submit**)

3. **Have you enclosed a copy of the repayment schedule?**

☐ Yes ☐ No

4. **Have you enclosed entrance interview documentation (effective 9/23/85)?**

☐ Yes ☐ No ☐ N/A

5. **Have you enclosed exit interview documentation (effective 9/23/85)?**

☐ Yes ☐ No ☐ N/A

6. **Were deferments or cancellations granted on this Loan?**

☐ Yes Enclosed is/are the approved form(s). ☐ No

7. **Have you enclosed documentation of required contacts, including grace period (effective 9/23/85), deferment (effective 9/23/85), billing and follow-up? (Refer to the due diligence requirements and write-off procedures in the Student Financial Aid Guidelines, Book Three – Fiscal Management)**

- ☐ Yes. Enclosed is a copy of the billing agent's service agreement or school's billing procedures and its effective dates and evidence of required contacts as listed above for this borrower.
- ☐ Yes. A copy of the billing agent's service agreement or school's billing procedures applicable to this loan has already been submitted with previous write-off requests. Enclosed are evidence of required contacts as listed above for this borrower.
- ☐ No (**Do not submit**)

8. **(a) Was the borrower a skip?**

- ☐ Yes. Date classified as a skip: ____/____/_____. Evidence of the skip is enclosed (i.e. return to sender correspondence). **A copy of the school's written procedures followed in attempting to locate a borrower and evidence to document that these procedures were followed must be enclosed.**
- ☐ No.

(b) Was a commercial firm or collection agency used to locate this borrower?

- ☐ Yes. Enclosed is a copy of the contract which states they perform skip tracing.
- ☐ No.

9. **Has the loan been referred to a commercial or inhouse collection agency?**

- ☐ Yes. Enclosed is a copy of the commercial agency's collection procedures, (and if used, the in-house written procedures), evidence of dates of referral, results of placement, and the date the account was returned.
- ☐ No.

10. **Was this loan litigated?**

- ☐ Yes. Enclosed is a copy of the judgment and further efforts taken after litigation to collect the loan.
- ☐ No.

If you answered no to question 10, you must check one of the following:

- ☐ (a) The borrower filed bankruptcy and the loan was discharged through the bankruptcy proceedings, the following additional document is submitted: Notice of Creditors, Proof of Claim, and Final Discharge
- ☐ (b) Enclosed is a current third-party statement (e.g., an attorney or collection agency) why litigation was not pursued (i.e., not cost-effective)

11. **Was the loan reported to a Credit Bureau?**

- ☐ Yes. Enclosed is the date and supporting documentation.
- ☐ No.

12. **Have you included documentation of your semi-annual collection effort(s)?**

- ☐ Yes.
- ☐ No.

13. **I certify that the documentation provided is true, complete, and correct to the best of my knowledge.**

Any person who knowingly makes a false statement or misrepresentation in the documentation is subject to penalties which may include fines and imprisonment under Federal statute.

Authorized Official's Signature: _____ Date: ____/____/____